

**INSTRUCTIONS:
NOTICE OF APPEAL AND REQUEST FOR HEARING**

As a cited party issued an administrative citation, you may appeal said citation by completing a written Department of Development Services Request for Hearing form, and returning the completed form to the Department of Development Services within thirty (30) calendar days from the date the Administrative Citation was served or deemed to have been served, together with a deposit in the total amount of the administrative fine plus any late charges.

An imposed levy may be appealed by completing a written Department of Development Services Request for Hearing form, and returning the completed form to the Department of Development Services within fifteen (15) calendar days from the date the Notice of Levy was served or deemed to have been served, together with a deposit in the total amount of the administrative fine, late charges, and levy.

Attach your deposit, made payable to "The City of Long Beach," to this form and return it to the Department of Development Services, Code Enforcement Bureau, located at 411 W Ocean Blvd, 4th Floor, Long Beach, CA 90802.

If this "Notice of Appeal and Request for Hearing" form and the advance deposit are properly filed, a hearing will be scheduled no sooner than 15 and no more than 60 calendar days from the date of your request. You will be notified of the time and place set for the hearing at least 10 calendar days prior to the hearing date. Failure to appear at the hearing shall constitute a forfeiture of the deposit and a failure to exhaust administrative remedies.

At the conclusion of the hearing, a written decision shall be issued within fifteen (15) business days. The decision becomes final as of the date appearing on the written decision. You will be served by mail with a copy of the written decision.

If the appeal is denied, the City shall retain the entire deposit as payment in full of outstanding fines, late charges, and/or levies. If the appeal is granted, the City will refund the entire advance deposit, or that portion of a levy found to be unreasonably computed, within thirty (30) business days from the date of the final written decision.

Either the City or the Appellant aggrieved by the written decision may seek judicial review by filing a Petition with the Los Angeles Superior Court in accordance with the timelines and provisions set forth in California Government Code Section 53069.4(b). Judicial review shall not be available unless all administrative remedies have been exhausted as provided in Long Beach Municipal Code Chapter 9.65.

For questions regarding the hearing process, please call (562) 570-CODE (2633).



Notice of Administrative Citation Appeal and Request for Hearing

I _____, am requesting an Appeal Hearing regarding
(Print Name of Cited Party/Appellant)

Administrative Citation Number _____, issued to me on _____
(Print Citation No.) (Print Date of Citation)

regarding property located at _____ in the
(Print Address where Violation Occurred)

City of Long Beach, state of California. It is my desire to contest this citation based on the

following grounds: *(check each appropriate box)*

- ☐ I am not the responsible party for the cited violation(s).
- ☐ The cited violation(s) did not exist on the date the citation was issued.

I understand the hearing on appeal is limited to relevant evidence **only** as to those grounds indicated above. I declare under penalty of perjury that the foregoing is true and correct.

(Print Today's Date)

(Print Cited Party/Appellant's Signature)

(Print Cited Party/Appellant's Mailing Address)